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11 November 1957

MEMORANDUM FOR: Director of Personnel
Acting Director of Logistics
Chief, Management Staff

SUBJECT: Career Service Designations for Personnel of the Travel Section,
Central Processing Branch, Records and Services Division,
Office of Personnel.

REFERENCE: Memo dtd 16 Sep 57 to DD/S fr C/Management Staff, subj.: "Survey of
Travel Functions of the Central Processing Branch, Office of
Personnel."

1. I have studied the referenced staff study carefully, as well as the rather voluminous allied papers which have been prepared by all of the components concerned. I have also discussed the matter personally with the Chief, Management Staff and have visited the Central Processing Branch where I discussed the subject at some length with the Chief of that Branch. I remain convinced that the principles which I announced to the Directors of Personnel and Logistics in April and June of 1953 are sound and should not be changed. I regret, however, that it appears that neither the Office of Personnel nor the Office of Logistics has complied with the spirit of the instructions issued at that time. It also appears to me that approval of the referenced staff study would merely serve as an expedient to legalize an existing situation which has developed because of the lack of coordination and cooperation between the Offices of Personnel and Logistics to insure that every possible effort was made to comply with my instructions.

2. In having a Central Processing Branch, our objective is to provide a single point, if possible, where travelers may make all of their travel arrangements, rather than having to go to a number of separate points. This organization could be set up under the immediate supervision of the Deputy Director (Support) or some other component. However, regardless of what component it looks to for supervision, its personnel nature must have in it the ingredients of security, finance, transportation, and personnel. This is not to say that a single traveler must necessarily deal with four separate people in order to make all of his arrangements. Indeed, it would appear to be advantageous to organize the Central Processing Branch along geographic lines so that at least in the routine case a traveler would have to deal with only one person. Nevertheless, in this geographical unit should be found the expertise in these four principal fields, and when questions are not routine the individual experts should be able to answer or obtain the answers to technical questions most expeditiously. I remain unconvinced that it is not possible to ef-

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fect a much closer coordination of effort between the Passenger Movement Branch of the Office of Logistics and the Travel Section of the Central Processing Branch. In fact, I think that every effort should be made to have the Central Processing Branch take over more of the current responsibilities of the Passenger Movement Branch.

3. I recognize that overseas service is a highly desirable qualification for personnel in the Travel Section. However, I think that it is just as logical for the Office of Logistics to obtain this personnel as it is for the Office of Personnel. I also believe that to eliminate all Logistics career personnel from the Central Processing Branch reduces the chance of effective staff supervision by the Office of Logistics.

4. In summary, I believe that the Central Processing Branch should have in it personnel from the Logistics, Security, Comptroller, and Personnel Career Services. I think that approval of the referenced staff study would minimize the chances of proper technical guidance and staff supervision on the part of the Office of Logistics and that the action recommended would be contrary to our concept of career service. I have, therefore, disapproved of the study and desire that the Directors of Personnel and Logistics effect proper coordination between their Offices in order to insure that this function is carried on with maximum efficiency.

5. I should like a report from the Director of Personnel as of 30 April 1958, with the concurrence or comment of the Director of Logistics, of the action taken to effect proper coordination and staff supervision, such report to reach me not later than 15 May 1958.

/s/

L. K. White
Deputy Director
(Support)

1 Att - Reference staff study (copies as follows:

- 1 - D/Pers
- 1 - D/Log
- 1 - C/Mgmt (st)
- 1 - DD/S chrono
- 1 - DD/S subject
- 1 - DD/S reading

DD/S:LKW:laq

- 0 & 1 - D/Pers
- 1 - D/Log
- 1 - C/Mgmt Stf
- 1 - DD/S chrono, subject, reading